

VACANCY ANNOUNCEMENT

THE USAID MISSION IN SAN SALVADOR



No. 15-001	Project Development Specialist Position Vacancy	Date: 02/26/2015
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OPEN TO: All Interested Candidates

POSITION: Project Development Specialist, FSN-10

OPENING DATE: February 26, 2015

CLOSING DATE: March 11, 2015

WORK HOURS: Full time; 40 hrs. Workweek

SALARY: *Ordinarily Resident (OR): Position Grade FSN-10, Salary Range from \$35,562.00 up to \$55,806.00 (Basic Rate + Allowances)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The Agency for International Development in San Salvador is seeking applications for a Project Development Specialist Position in the Strategic Development Office.

BASIC FUNCTION OF THE POSITION

The USAID Project Development Specialist position is a (key) member of the Strategic Development Office (SDO) in USAID/EI Salvador. The primary purpose of this position is to serve as a specialist and advisor in project development, design, implementation and ensuring that agency policies and standards related to project development are complied with.

USAID/EI Salvador manages both a country-specific development program for EI Salvador and also a regional program for Central America. The USAID mission in EI Salvador works both with the Government of EI Salvador (GOES) and regional entities to achieve shared development goals. Our current bilateral program for EI Salvador focuses in the areas of Economic Growth (including the environment), Democracy and Governance, Health, Education, and Humanitarian Assistance, and economic growth including the environment. The regional program focuses on crime prevention, promoting trade and investment, and protecting natural resources.

SDO leads the Mission's program strategy design, program and project development, budgeting, reporting, and coordination efforts. In addition, SDO is responsible for other cross-cutting areas such as public-private partnerships, strategic outreach, and participant training, incorporating concerns related to gender, people living with disabilities, and monitoring and evaluation.

The Project Development Specialist works under the direct supervision of the Senior Program/Project Development Specialist. S/he provides project development, design and implementation support to USAID/EI Salvador in order to ensure that proposed projects are consistent with USAID/EI Salvador's Bilateral and Regional Strategy and Development Objectives and that all pre-obligation requirements are met. S/he assists the Technical Offices in ensuring that project designs are in compliance with the USG Foreign Assistance Objective and Agency's Policies, Directives and Guidelines.

MAJOR DUTIES AND RESPONSIBILITIES:

% OF TIME

a. Project Development and Design – 65%

The Project Development Specialist is responsible for providing guidance and assistance Mission and Technical Office staff on all matters related to project design and development. S/he participates in the design, development and coordination of activity designs and assists in ensuring that pre-obligation requirements are met. S/he provides assistance both to SDO and the Technical Offices in planning, managing, and guiding the design and development of assistance projects. As needed and required s/he directly writes particular sections of project designs. Additionally, the incumbent leads the Mission in ensuring that gender requirements are met for all new and on-going activities.

The Project Development Specialist provides technical guidance and assistance to technical office staff on the design process. S/he actively participates in the concept and development stages of the Project Design (PD) Process which includes coordinating with other offices regarding project conception, feasibility, scope, timing, financing and staffing requirements.

S/he monitors and follows up on technical office's actions related to the PD Process and regularly reviews progress against targets and milestones. S/he suggests needed actions to modify plans when necessary and to accomplish the desired results within the time frame planned.

S/he serves as advisor to the technical office teams in areas such as, but not limited to: the preparation of technical analysis/assessments to identify areas for USG financial and technical support; preparation of concept papers; preparation of scopes of work for the project implementers; and development and implementation of performance management plans, with performance indicators, targets, and benchmarks to ensure achievement of results.

The Project Development Specialist actively participates in--and as needed, leads-- all meetings related to the design, development and approval of new projects to achieve foreign assistance objectives. This responsibility includes leading meetings as needed; analyzing proposed concepts and designs to determine if they are in-line with Mission and Agency priorities, as well as available assessments and evaluations; consolidating issues; setting the agenda for discussions and meetings; maintaining a record of actions and decisions; and ensuring that decisions are reached and implemented.

S/he has thorough knowledge of agency policies and regulations related to the PD Process and advises technical staff on new policies and procedures related to the Process. S/he reviews and analyzes USAID guidance established in the ADS guidance and assists in the development of new PD guidance for the Mission as ADS is revised.

In the design process s/he ensures that all the project documents are in accordance with the ADS, other USG guidance, management regulations and GOES' long term development strategy.

b. Project Management – 25%

The Project Development Specialist supports and works closely with the technical office on all matters related to project implementation; and monitoring and evaluation. S/he assists and provides support to

the Development Objective teams in the design and conduct of periodic assessments and/or impact evaluations.

S/he assists the Mission's reporting requirement by actively participating in annual and ad hoc planning and reporting processes, which includes reviewing and preparing internal guidance for the Mission, scheduling; obtaining requested funding levels per activity from each technical office and other USG missions and agencies to complete both documents; reviewing content and, as required, writing sections of the documents. S/he also contributes to and, as needed, leads quarterly and annual portfolio reviews, including identify issues and concerns that need to be addressed and making recommendations on how to address them. The incumbent also contributes to the day-to-day management of the foreign assistance budget, current year and prior years, the monitoring of project budgets, ensuring that all funds are obligated before the end of the fiscal year, and in making certain that the implementation actions are in accordance with budgeting provisions, laws, and regulations.

c. Other duties as assigned– 10%

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

- 1. EDUCATION:** Possession of a B.A. with studies in a field related to development assistance, such as Economics, Business Administration, Public Administration is required.
- 2. EXPERIENCE:** A minimum of three years of progressively responsible, professional-level experience in a development organization and prior experience in the planning, design, drafting implementation and evaluation of development assistance projects.
- 3. LANGUAGE:**
Level IV (fluent) in English oral/written is required.
Level IV (fluent) in Spanish oral/written is required.
- 4. KNOWLEDGE:** Knowledge and understanding of host-country historic, economic, social, cultural, and political characteristics and an understanding of the general level of development in the region is required. A thorough knowledge of development assistance programming policies, regulations, procedures, and documentation is required. Proven knowledge of the principles of project design, implementation and monitoring and evaluation practices is also required.
- 5. SKILLS AND ABILITIES:** Computer literacy is essential, including competency in the entire Microsoft Office suite, particularly in the use of Microsoft PowerPoint and complex spreadsheet programs such as Microsoft Excel. The Project Development Specialist must have very strong oral and written communication skills in Spanish and English, including active listening and non-verbal communication. The position requires strong teamwork, negotiation, and interpersonal skills. This work requires great flexibility, an ability to react to a changing environment; the capacity to provide sound analyses; and work under pressure.

SELECTION PROCESS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174);

<http://photos.state.gov/libraries/elsavador/231771/PDFs/ds-174.pdf>

2. Candidates must identify the position to which they are applying.

Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above

SUBMIT APPLICATION TO

Executive Office
USAID/EI Salvador
PER e-mail:

ssvacancies@usaid.gov

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

DEFINITION

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

1. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

CLOSING DATE FOR THIS POSITION: **March 11, 2015**

The US Mission in San Salvador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: USAID/EXO